



**SCIP-03: PROGRAM MANAGEMENT, PROJECT PREPARATION
AND IMPLEMENTATION SUPPORT FOR PLANNING AND
DEVELOPMENT DEPARTMENT**

ADB Loan No. 2499-PAK

**MONTHLY PROGRESS REPORT
FEBRUARY 2012**



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1. INTRODUCTION

This report is the Monthly Progress Report of the Consultant's activities on SCIP-03 for the month of February 2012, as prepared by the Consultant, BCE.

PSU notification to the Consultant on 2nd February that GoS has decided on the formation of the central Sindh towns second cluster enabled the Consultant to push forward with plans for field trips, mobilisation of staff involved with field work and the finalisation of RFPs for mapping studies and baseline studies.

The client set up an orientation meeting for SCIP-03 stakeholders in Mirpurkhas on 16th February – at which BCE made a presentation - and the Consultant commenced the first field trip – to Mirpurkhas, Tando Allahyar and Umerkot, on 27th February.

To handle the water supply and SWM sectors on the field trips, the Consultant mobilised, respectively, international Water Supply Expert, Mr Don Makini (23rd February), and national MSE(SWM), Mr Saadat Ali (27th February). The Consultant's MSE(WSS)/DTL, Mr Amjad Habib, took responsibility for the wastewater sector, pending the recruitment and mobilisation of the national wastewater engineer.

The Consultant mobilised their international Municipal Finance, Tariff and Regulatory Advisor, Mr Emmanuel Travino, on 23rd February to work on Terms of Reference A1 tasks.

ADB approval early in the month of the Consultant's proposed new office furnishings enabled procurement to proceed and a move by staff into the new office in Clifton took place at the end of the month.

Progress on finalizing the EOIs and RFPs for the mapping studies and baseline studies was hindered by the inability of the Consultant's Contracts & Procurement Specialist, Mr Ali Imam Qadri, to get SPPRA approval to provide a full-time input, following ADB approval of his appointment on 24th January 2012. However, PSU agreement to home-base working enabled Mr Qadri to provide a valuable input from the last week of the month, continuing into the next reporting period.

The Consultant took steps during the reporting period to speed up national staff recruitment by arranging a prominent advertisement to be placed in a major daily newspaper. A good response was obtained to the advert, and the Consultant is confident in filling the 13 unfilled positions in the 24 staff list.

2. CONSULTANCY

2.1 Contract Status

Consulting services for SCIP-03 are being provided in accordance with the Consultancy Agreement of May 2010 between the Program Support Unit (PSU), Planning & Development Department, Government of Sindh and BCE, in association with SMEC International (SMEC) Pty Ltd (Australia) and Engineering General Consultants (EGC) Pvt Ltd (Pakistan). Consultancy services commenced on 5th of July 2010, and were planned to extend to 30th of June 2012, the end of ADB Loan 2499-PAK, as agreed at the contract negotiation meeting in Karachi on 4th March 2010. No further work was carried out on the original contract by BCE after the demobilisation of the Team Leader and completion of his first input on 8th November 2010, pending the formation, agreement and signing of Amendment No. 1 on 12th July 2011, and the re-mobilisation of staff in late October 2011.

The Consultant's scope of work has four main areas of activity:

A1: Support the PSU in overall monitoring and evaluation of SCIP, and implementation of the SCIP Action Plan for Reform, including propelling the reform agenda and implementing province-wide policy, regulatory and institutional change.

A2: Identification and formation of Second Cluster in central Sindh including Incorporation, Formation and Legal Documentation of USC in Central Sindh.

A3: Mapping and Master Planning of Water Supply, Wastewater Management, Solid Waste Management Infrastructure; identification of potential Subprojects and project preparation; preparation of feasibility studies including preliminary designs for cost estimates of subprojects in each participating TMA of central Sindh cluster, Tranche 3.

A4: Support Urban Policy and Strategic Planning Unit on implementation initiatives and reforms.

2.2 Consultant's Staffing

2.2.1 General

The staffing schedule in Contract Amendment No.1 includes, for international staff, 36 person-months (7 personnel) and, for national staff, 122 person-months (23 personnel).

These staff are listed in **Appendix A** in two tables showing staff inputs since project start in July 2010, one for international staff and one for national staff.

2.2.2 Staff Present in Reporting Period

In the reporting period the professional staff on the project based at the Consultant's office were as shown in the table below:

Staff Present in Consultant's Office in February 2012

Name	Position	Start Date (this input)	Current Input	Present During Reporting Period
International				
Peter Griffiths (International)	Team Leader/ Institutional Reform and Municipal Serv. Advisor (International)	18/01/12	60 days	Full-time
Emmanuel Travino (International)	Municipal Finance, Tariff and Regulatory Advisor (International)	23/02/12	60 days	Part-month
Donald Makini (International)	Water Supply Expert (International)	23/02/12	60 days	Part-month
National				
Amjad Habib (National)	Deputy Team Leader/ MSE(WSS) (National)	15/11/11	Continuous	Full-time
Saadat Ali	MSE (SWM)	27/02/12	12 days	Part-month
Ms Ambreen Bibi	Junior Engineer #1 (National)	9/02/12	Continuous	Part-month

The following staff were employed on a home-input basis, as agreed with the PSU:

Staff Working on Home-Input Basis in February 2012

Name	Position	Start Date	Input	Remarks
Mairaj Siddiqui	MIS/Mapping Spec.	26/01/12	1 week total	Completed input in February
Ali Imam Qadri	Contracts & Proc Spec	25/02/12	Unspecified	1 month period of home-base working agreed by PSU

Supporting Staff

Throughout the reporting period the Consultant continued to employ an office manager and tea-boy, and at the end of the reporting period also mobilised a computer operator/secretary.

The three supporting staff are:

Mr Nadeem Khan: Office Manager

Mr Rehan Ahmed: Computer Operator/Secretary (from 27/02/12)

Mr Asghar Shah: Tea Boy

2.2.3 Staff Work Programmes

In January 2012 the client requested the Consultant to provide work programmes for each staff member, international and national, to enable them to more easily follow tasks undertaken and outputs achieved.

On 22nd February BCE duly provided work programmes for the seven international staff for PSU review. Work programmes for national staff are 50% complete and will be provided for the client in the next reporting period.

2.2.4 Consultant's Staffing Issues

General

The issue of adjustment of inputs of staff is still under discussion with the client, it having been agreed that the changes will be the subject of a separate report in which the reasons for inputs adjustments will be substantiated by the Consultant. Following subsequent discussion and agreement with the client, a VO will be drawn up.

International Staff

Regional, Economic Planning and Urban Development Advisor

BCE was informed in a PSU letter dated 2nd February 2012 of Asian Development Bank's approval of Mr Requito V Bellosillo for the above position.

In discussion with the client, BCE agreed a 1st May 2012 start date for Mr Bellosillo, This start date reflects the period needed for P&DD to develop a core staff in the Urban Unit. The current status is that a Director General has been appointed, with part-time inputs from GoS staff.

BCE propose that Mr Bellosillo provide an input of 6 person-months between May and December 2012, in three inputs of two months each. This input, combined with the 1.4 months provided in 2010 by Mr Bellosillo's predecessor, Mr Mal Horner, will result in a total input of 7.6 months, this being 1.6 months less than the 9 months included in Contract Amendment No.1. BCE propose to allocate the unused portion of the input to other international staff, subject to client agreement.

Municipal Services Engineer (SWM)

On 10th February 2012, BCE formally advised the PSU that the nominated MSE (SWM) Advisor, Mr Michael Coad, is not available to take up this role for a two months input. The CV of a new candidate was forwarded under cover of the same letter. This was followed up on 17th February 2012 with the mandatory second CV for a second candidate. The two CVs were subsequently reviewed by P&DD's CSC and one of the candidates was, the Consultant understands, deemed to be suitable. The results of the CSC review were forwarded to the ADB in the last week of the reporting period for their confirmatory approval.

Safeguards Advisor (Resettlement)

BCE is actively looking for a replacement for Mr Lopez for this position, for which the estimated required input start is early June 2012 (2 months input).

*National Staff***General**

National staff recruitment continued to be a problem for the Consultant, with 13 of the 24 positions unfilled, as can be seen in **Appendix A**.

To facilitate the recruitment process, the Consultant placed a prominent advert in the Daily Dawn during the reporting period. More than 400 CVs were received; these have been assessed by EGC staff in Lahore and the interview process is due to begin the next reporting period.

Contracts and Procurement Specialist

In the January MPR it was reported that Mr Ali Imam Qadri had been approved by the ADB on 24th January 2012 and was seeking approval from SPRRA (GoS) to provide a two months input from early February 2012 to work on the subcontracts funded under the (PKR) provisional sum in the contract.

The expected GoS approval was not forthcoming, however, forcing the Consultant to write to the client (22nd February 2012) requesting approval for 'home-base' working for Mr Qadri for an initial period of one month. The PSU duly approved this request on 25th February 2012.

2.3 Consultant's Office Arrangements**2.3.1 New Office in Clifton**

On 1st February 2012, BCE was informed by the PSU of ADB's approval of BCE's proposed procurement of furniture and other office items. The Consultant took immediate steps to confirm the orders with the suppliers, making the appropriate down-payments, for the manufacture and delivery of the items at the soonest possible date.

By 23rd February the first items of furniture were delivered to the new office, permitting the Consultant's DTL and Junior Engineer to transfer from the PSU office. With further items of office furniture, and air conditioners, vertical blinds and other items installed and tested by 27th February, the Consultant's other staff plan to make the transfer from the PSU office on 1st March 2012.

2.3.2 Procurement of Additional Office Equipment

At the meeting between the Consultant and PSU of 1st February 2012, it was agreed that BCE would take advice from PSU's MIS section on the procurement of the computers, PSU having recently procured a number of HP desk-top models.

The Consultant duly wrote to the PSU on 8th February 2012 with a full list of additional office equipment they wish to procure.

PSU's Procurement Committee met on 22nd February 2012 to review and approve the Consultant's list of additional office equipment. The results of this review were forwarded to the ADB for confirmatory approval and this is expected early in the next reporting period.

2.4. Meetings and Presentations

(i) 1st February Meeting, Consultant and PSU, to Discuss the Consultant's New Work Plan

During the reporting period the Consultant attended just one formal meeting with the PSU in Karachi – the meeting of 1st February to discuss the new Work Plan.

Consultant's Meetings / Presentations in February 2012

Date	Location	Meeting/ Presentation	Topic	BCE Staff Present
01/02/12 (12.15PM)	PSU Office	Presentation/meeting	Presentation and discussion on BCE's new Work Plan	TL, DTL
16/02/12 (10.00AM)	DC Office, Mirpurkhas	Presentation/discussion	Orientation session with key stakeholders	TL, DTL, JE

(ii) Orientation Session with Stakeholders, Mirpurkhas, 16th February 2012

On 16th February the Consultant made a presentation on SCIP-03 to stakeholders at an orientation meeting in Mirpurkhas at the Commissioner's office. The illustrated presentation, which was given by BCE's Team Leader, was preceded by the presentation of a SCIP 'overview' by the PSU's Municipal Services Specialist, Mr Muhammad Khalid. The orientation meeting was attended by the Mirpurkhas Commissioner, Deputy Commissioner, PSU's Program Director and Deputy Program Director, other PSU staff, representatives of the six TMAs in the central Sindh cluster and BCE Consultant's staff.

The Mirpurkhas visit was part of a two day visit to Tando Allahyar and Mirpurkhas, 15th to 16th February. On 15th February the Consultant's staff met with the Tando Allahyar Deputy Commissioner and staff to discuss the SCIP-03 program and how it will be implemented. The TMA arranged site visits for the Consultant to water supply and wastewater installations.

Following the orientation meeting of 16th February, Mirpurkhas TMA arranged site visits for the Consultant to water supply and wastewater installations.

2.5 Field Visits to TMAs

The table below shows visits made by the Consultant's team to the TMAs during the reporting period.

Consultant's Field Visits in February 2012

Date	Town	Consultant's Team	Purpose of Visit
27/02/12 & 28/02/12	Mirpurkhas	DTL, WS Expert, MSE(SWM)	Discussions with TMA staff and visits to water supply, wastewater and SWM sites and installations
29/02/12	Umerkot	DTL, WS Expert, MSE(SWM)	Discussions with TMA staff and visits to water supply, wastewater and SWM sites and installations

3. PROJECT PROGRESS AGAINST WORK PLAN

3.1 New Work Plan

The new Work Plan (**Appendix C**) reflects the late completion of both mapping studies and baseline studies (*Section 3.5* refers). The effect of the former is to put back completion of the Master Plans to September 2012, thus obviating their use in the preparation of the feasibility studies and the identification of subprojects. During the 1st February Consultant's Work Plan presentation and discussion with the client (see meeting record, Appendix B), it was agreed that the identification of priority works in each town must proceed without the benefit of mapping and Master Plans, with reliance on the ability of the TMAs to provide the Consultant with the minimal mapping and utilities record drawings to effect this.

The Work Plan shows a number of activities through the reporting period. Progress on these is described in the following sections.

3.2 Item 1.2: Procurement of Logistics and Facilities Required for Consultant's Team

Section 2.3.1 and *Section 2.3.2* above describe current status.

3.3 Item 3.2: Develop and Implement IPPMS for SCIP and identify M&E Framework against the Action Plan

No activity in this reporting period, apart from furnishing the client with hard copies of a revision to the Consultant's Strategy Report: Monitoring and Evaluation, as issued in soft copy at the end of the last reporting period. Although the reporting is on programme, the implementation of the baseline studies has fallen significantly behind programme, as described in *Section 3.6*.

3.4 Item 3.4: Develop and Implement a PSU Capacity Development and Training Plan

This task was commenced on 24th February, following the mobilisation of the Consultant's Municipal Finance, Tariff and Regulatory Advisor. Although the task is programmed to be implemented over a three month period, March to May 2012, in practice this will stretch through to June or July, for the availability of the Consultant's specialist staff.

3.5 Item 4.1: Identification of Potential TMAs for Inclusion in Cluster

The Consultant was officially advised by a PSU letter of 2nd February 2012 of the Government of Sindh's decision on the towns included in the central Sindh cluster. The towns included are: Mirpurkhas, Sanghar, Tando Adam, Shahdadpur, Umerkot and Tando Allahyar.

3.6 Preparation of Sub-Contracts under (PKR) Provisional Sum

The evaluation of the EOIs for the mapping studies, as started in January 2012, continued into the reporting period; the evaluation of the baseline studies EOIs commenced; and the RFP for the mapping studies was substantially completed. The mapping studies program is about one month behind program, and the baseline studies program is up to two behind program (based on new Work Plan).

(i) EOIs and RFP for Mapping Studies

Following mobilisation on 25th February on a home-base input arrangement, the Consultant's Contracts & Procurement Specialist, Mr Ali Imam Qadri, arranged for the finalisation of the EOIs evaluation list, prior to delivery early in the next reporting period to the CSC through the Evaluation Committee.

Mr Qadri worked at the same time on putting together the RFP (in ADB format), this incorporating the Terms of Reference produced by the Consultant's MIS/Mapping Specialist; again, for delivery to the PSU/CSC early in the next reporting period.

(ii) EOIs and RFP for Baseline Studies

The Consultant's Contracts & Procurement Specialist will work on this component in the next reporting period (continuing on a home-input arrangement).

The EOIs evaluation, as completed during this reporting period, will be consolidated, for the Evaluation Committee to forward to the CSC for review.

At the same time, the Contracts Specialist will produce the RFP, the ToR for this being based on data provided in the Consultant's Strategy Report: Monitoring & Evaluation.

4. KEY ISSUES

The key issues identified are:

1. The feasibility studies and subprojects identification must start without the advantages of (a) completion of the towns mapping; and (b) Master Plans delivery. This situation has arisen from the lengthy CQS procedure (PSU/CSC/ADB approvals at each step) as it relates to the mapping studies, exacerbated by inability of the Consultant's Contracts Specialist to work full-time. This has a knock-on effect on the Master Plans, with completion pushed back to September.
2. A full-time presence of the Contracts Specialist is also needed to facilitate early completion of sub-contract documentation for SWM studies, assets inventories studies (for the SAMAs) and, to follow, geotechnical and hydrogeological investigations.
3. Early feedback from the Mirpurkhas field visit is that the TMAs have very little utilities mapping and as-built drawings. This is very problematical and means that the Consultant will have to develop some rudimentary mapping using the (PKR) Provisional Sum to fund survey work and mobilising the national Senior Surveyor and Field Engineer to supervise.
4. The Consultant to speed up the recruitment process for national staff, with short-term focus on the recruitment of water supply engineers, wastewater engineers and junior engineers.

5. PROGRAMME OF ACTIVITIES FOR NEXT REPORTING PERIOD

The Consultant's activities for March 2012 are planned to include the following:

- Finalisation of EOIs evaluation and RFP completion for the mapping studies, CSC approval, ADB approval, and commencement of bidding period for the top-ranked EOI company
- Finalisation of EOIs evaluation and RFP completion for the baseline studies, CSC approval, submission to ADB for approval
- Production of ToRs for the SWM outsourced studies
- Preparation of advert, and insertion into local newspapers, for EOIs for the SWM studies
- A start on the production of RFPs for the SWM studies
- Field visits by the Consultant's MSE(WSS)/DTL, Water Supply Expert and MSE(SWM), to the TMAs of Sanghar, Shahdadpur and Tando Adam
- Three day fact-finding visit to NSUSC in Sukkur and selected TMAs by the Consultant's Municipal Finance, Tariff and Regulatory Advisor, in partnership with PSU's Public Finance Specialist
- Mobilisation of Urban Statistician and Legal Advisor

International Staff Inputs to 29th February 2012

No.	Name in Contract / Replacement	Position	Unit Assigned	CA No.1 (PMs)	Prop. Adjusted Inputs (PMs)	Date Started	Date Finished	Input in 2010 (PMs)	Prev. Input in 2011/ 2012 (PMs)	Input in Feb 2012 (PMs)	Total Input to Date (PMs)
1.	Peter M Griffiths	Institutional Reform and Municipal Services Advisor	PSU	9.0	TBD	06/07/10 26/10/11	09/11/10 Continuing	4.20	2.47	1.00	7.67
2.	Michael Adrian Coad / TBR	Municipal Services Engineer/Advisor	PSU	2.0	TBD	-	-	-	-	-	-
3.	George Malcolm Horner / Requito Bellosillo	Regional, Economic Planning & Urban Development Advisor	UU	9.0	TBD	05/07/10	14/08/10	1.40	-	-	1.40
4.	Emmanuel Travino	Municipal Finance, Tariff and Regulatory Advisor	PSU	8.0	TBD	6/07/10 23/02/12	10/09/10 Continuing	2.27	- -	0.27	2.54
5.	Md. Nazim Uddon	Safeguards Advisor (Environment)	PSU	2.0	TBD	-	-	-	-	-	-
6.	Miguel Lopez / TBR	Safeguards Advisor (LAR)	PSU	2.0	TBD	-	-	-	-	-	-
7.	Sharyn Bow / Donald Makini	Water Supply Expert	PSU	4.0	TBD	23/02/12	Continuing	-	-	0.27	0.27

Note: (1) TBR = To be recruited; (2) TBD = To be determined/agreed with PSU; (3) Input calculations take account of international travel days

National Staff Inputs to 29th February 2012

No.	Name in Contract/Replacement	Position	Unit Assigned	CA No.1 (PMs)	Prop. New Inputs	Start of Input	Finish of Input	Input in 2010 (PMs)	Prev. Input in 2011/12 (PMs)	Input in Feb 2012 (PMs)	Total Input to Date (PMs)
1.	Anwar Mujahid / Amjad Habib	Municipal Services Engineer (WSS) Municipal Services Engineer (WSS) / DTL	PSU	12.0	TBD	02/08/10 15/11/11	01/10/10 Continuing	0.64 -	- 2.50	0.97	4.11
2.	Saadat Ali	Municipal Services Engineer (SWM)	PSU	4.0	TBD	02/08/10 27/02/12	29/09/10 Continuing	0.74	-	0.10	0.84
3.	Saeed-uz Zafar / TBR	Municipal Services Delivery / Low Income Unit Advisor	PSU	3.0	TBD	28/11/11	10/12/11	-	0.43	-	0.43
4.	Chaudhry Wasiq Yar	Safeguards Advisor (Environment)	PSU	6.0	TBD	-	-	-	-	-	-
5.	Zafar Ali / TBR	Safeguards Advisor (Social, Land Acquisition & Resettlement)	PSU	6.0	TBD	-	-	-	-	-	-
6.	Farhan Sami Khan	Monitoring & Evaluation Specialist	PSU	6.0	TBD	27/10/11	26/01/12	-	3.00	-	3.00
7.	Balal A. Khawaja	Legal Advisor	PSU/UU	4.0	TBD	-	-	-	-	-	-
8.	Tasneem Bhatti	Communication & Community Outreach Sp.	PSU	6.0	TBD	-	-	-	-	-	-
9.	Nasira Asghar	Urban Statistician	UU	4.0	TBD	-	-	-	-	-	-
10.	Mairaj Siddiqui / TBR	MIS/Mapping Specialist	UU	6.0	TBD	26/01/12 (3)	Ongoing	-	0.07 (5)	0.13 (5)	0.20 (5)
11.	Yasir G / TBR	Water Supply Engineer	PSU	6.0	TBD	-	-	-	-	-	-
12.	Manwar Ahmad / TBR	Wastewater Engineer	PSU	6.0	TBD	-	-	-	-	-	-
13.	Zafar Iqbal / TBR	Senior Surveyor #1	PSU	4.0	TBD	-	-	-	-	-	-
16.	A. Gaffar Qureshi / TBR	Field Engineer #1	PSU	4.0	TBD	-	-	-	-	-	-
19.	TBR	Structural Engineer	PSU	2.0	TBD	-	-	-	-	-	-
20.	TBR / Ali Imam Qadri	Contracts & Procurement Specialist	PSU	3.0	TBD	25/02/12 (3)	Ongoing	-	-	0.08 (5)	0.08 (5)
21.	TBR	Financial & Economic Analyst	PSU	3.0	TBD	-	-	-	-	-	-
22.	TBR	Quantity Surveyor	PSU	4.0	TBD	-	-	-	-	-	-
23.	Md. Qamar uz Zaman	Hydrogeologist	PSU	3.0	TBD	-	-	-	-	-	-
24.	Muhammad Rashid	Electrical / Mechanical Engineer	PSU	2.0	TBD	-	-	-	-	-	-
25.	Ambreen Bibi	Junior Engineer #1	PSU	8.0	TBD	-	-	-	-	-	-
26.	Atman Arshad / TBR	Junior Engineer #2	PSU	8.0	TBD	-	-	-	-	-	-
23.	Ali Yan Mughal / TBR	CAD Operator / Draftsman #1	PSU	6.0	TBD	-	-	-	-	-	-
24.	TBR (1)	CAD Operator / Draftsman #2	PSU	6.0	TBD	-	-	-	-	-	-

Note: (1) In Contract Amendment #1 only one person is allocated for this position; (2) TBR = To be recruited ; (3) TBD = To be determined/agreed with PSU; (4) Home-Based Input; (5) Estimate



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SINDH CITIES IMPROVEMENT PROGRAM

PROGRAM MANAGEMENT AND IMPLEMENTATION SUPPORT
SUPPORT FOR P&D DEPARTMENT

in association with:



SINDH CITIES IMPROVEMENT PROGRAM

SCIP-03

MEETING RECORD

Date & Time: Wednesday 1st February 2012; 12.15PM

Location: PSU Office Conference Room

Purpose: Meeting/Presentation to Discuss Consultant's Updated Work Plan

Present:

Mr. Saeed Ahmed Awan	- PSU Program Director
Mr Rafique Mustafa Shaikh	- PSU Deputy Program Director
Mr Muhammad Khalid	- PSU MSS (SWM)
Mr Nabish Memon	- PSU MSS (WSS)
Mr Peter Griffiths	- Consultant BCE Team Leader
Mr Amjad Habib	- Consultant BCE Deputy Team Leader

Prepared by:

Peter Griffiths

Minutes Distribution:

All attendees

At the meeting BCE's Team Leader presented slides for discussion of (a) the latest Consultant's Work Plan; (b) a table of the Consultant's national staff availability; and (c) table (from Inception Report) of provisional sum sub-contracts.

Discussion Points:

1. Consultant's Revised Work Plan

1.1 The Consultant's Team Leader explained the main points of the revised Work Plan.

- (i) The WP is an update of the Work Plan included in the Inception Report (F) as submitted on 3/12/11 and also included in the MPR's of December 2011 and January 2012.
- (ii) The key change is the relatively later completion of the mapping studies and the resultant effect of putting master plans completion back five months (from April to September). With the restraint that the assignment must finish by 31 October and a PFR submission made by September 2012, it is necessary to propose in the WP that the feasibility study work commence as early as March 2012. This is needed to meet the FS completion deadline of August 2012, but is problematical in as far as there will be no approved mapping to work to. This was discussed at the meeting, and it was agreed that many of the towns should have maps and as-built record drawings. Where deficient, the Consultant can arrange for broad surveys to be carried out, to be paid for from the provisional sum.
- (iii) The Consultant suggests that it is vital for sector **priority works** to be agreed between Consultant and TMA as early as possible. The PSU agreed with this approach.
- (iv) ToR A1 tasks: IPPMS: no change; Tasks 3.3 to 3.7: put back two months (to end of May); PFR: no change. Two bar lines added to show BCE/PSU activities on EOIs evaluation for the baseline studies and the actual activity. Completion of outsourced baseline studies shown as end of July 2012.



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SINDH CITIES IMPROVEMENT PROGRAM

PROGRAM MANAGEMENT AND IMPLEMENTATION SUPPORT
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in association with:



- (v) ToR A2 tasks: put back two months (to ??)
- (vi) ToR A3(I) tasks: Completion of the outsourced mapping studies put back four months (from March to July); and completion of the master plans put back five months (from April to September).
- (vii) ToR A3(II) tasks: identification of subprojects put back two months (from April to June); feasibility studies and summary subproject appraisal reports – no change (August); subproject costs, economic & financial analysis, resettlement & environmental safeguards and implementation schedule – all put back one month (to August).
- (viii) ToR A4: start date put back to early March as a result of late mobilisation of BCE advisor

2. PSU Comments on Revised Work Plan

- 2.1 PSU queried whether there should be more reference on the Work Plan to land acquisition. After discussion it was agreed that the reference under A4 (5.2.4) suffices.
- 2.2 PSU asked whether task A3(5.1.4.2) [SWM MP report on quality & composition of waste...] could be done by the Consultant's staff. BCE pointed out that their MSE (SWM) had advised that this task should be outsourced as it was very time consuming. It was therefore agreed to leave on the WP as outsourced.
- 2.3 PSU pointed out that *Social Safeguards* must be reinstated on the programme. As A3(5.2.6). BCE agreed to do this.
- 2.4 PSU questioned the lack of access to mapping by the Consultant's team because the mapping studies will not be ready until July or August. The Consultant suggested that the RFP include a requirement that base maps be made ready by the mapping subcontractor at the midway point of their contract; say after two months. PSU agreed to this suggestion.

3. Progress on EOIs Evaluations by Consultant/PSU Evaluation Team

The Consultant explained that the PSU/BCE evaluation team had completed the evaluation of EOIs for the mapping studies. They added that the ToR, which is being produced by the MIS & Mapping Specialist, Mr Mairaj Siddiqui, under the agreed 'home input' arrangement, would be finished in draft on 2nd February for the PSU to review. The Consultant said that the evaluation of the submitted baseline studies EOIs could follow on immediately, the same PSU/Consultant evaluation team being employed.

4. Consultant's Staffing

4.1 International Staff

In reply to the PSU's question about staff availability, the Consultant gave the following update:

Team Leader :	Mr P.M.Griffiths - currently mobilised
Regional Economic Planning Adv:	Mr Requito Bellosillo - available from 1 st March (BCE to confirm)
Municipal Fin, Tariff & Reg. Adv:	Mr Emmanuel Travino - will re-mobilise in late February
MSE(SWM):	Mr Michael Coad - no longer available -
Safeguards (Env):	Dr Md. Nazim Uddin - to mobilise from about June 2012
Safeguards (LAR):	Mr Lopez's availability is being checked by BCE Brisbane
Water Supply Expert:	Mr Donald Makini - to mobilise in late February



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SINDH CITIES IMPROVEMENT PROGRAM

PROGRAM MANAGEMENT AND IMPLEMENTATION SUPPORT
SUPPORT FOR P&D DEPARTMENT

in association with:



4.2 National Staff

The Consultant showed a slide of a table of national staff in Contract with current availability. The table showed staff positions where staff replacements still need to be found by the Consultant.

National staff positions currently unfilled are:

MSD/Low Income Advisor	Replacement for Saeed Zafar
Safeguards Adv (LAR)	Zafar Ali not available
MIS & Mapping Specialist	Mairaj Siddiqui employed on 'home-base' inputs
Water Supply Engineer	Yasir G. Qureshi not available
Wastewater Engineer	Mansoor Ahmad not available
Senior Surveyor	Zafar Iqbal not available
Field Engineer	Asad Ghaffar Qureshi not available
Structural Engineer	TBD in CA#1
Financial & Economic Analyst	TBD in CA#1
Quantity Surveyor	TBD in CA#1
Junior Engineer #2	TBD in CA#1
CAD Operators (2no)	Ali Yan Mughal not available

4.3 Consultant's Proposed Changes of Inputs for Selected Staff

The Consultant's Team Leader said that the Inception Report (F) included proposals to change the input person months of certain staff, both international and national.

The Consultant's DTL said that in his experience changes are routine, and he expects the PSU to agree to changes for the benefit of the project.

It was agreed that mention will remain in the revised Inception Report (F), with up to date details worked out separately between the Consultant and PSU. BCE will then put together a (draft) Variation Order.

4.4 PSU Request for Individual Work Programmes

The Consultant noted that PSU's call for work programmes for individual staff is not a requirement of the consultancy contract.

The Consultant queried the necessity of providing work programmes for national staff, but agreed to provide programmes for international staff.

The PSU made clear that work programmes are needed for all staff, both international and national but agreed to discuss further after the meeting.

5. Move to New Office/Office Furniture/ Office Equipment

5.1 Move to New Office and Furnishing of Office (Incl A/Cs, etc)

The PSU requested the Consultant to go ahead now and arrange for the required furniture to be made up by the suppliers (the lowest quotations), pending the ADB approval, which is expected shortly. The Consultant agreed to ask their EGC Lahore office to send the necessary funding to meet this objective.

5.2 Office Equipment

The Consultant's DTL said that they had put the procurement of additional office equipment on hold, pending a move to the new office. But it was agreed that the Consultant would immediately write to the PSU with a revision of their letter dated 21/12/11 (letter + quotations), this time proposing the purchase of branded computers for which the price differential on unbranded computers is marginal.

6. Consultant's Offices in Mirpurkhas and Other Towns

After discussion it was agreed that the Consultant would establish a furnished office in Mirpurkhas, with furniture *in situ* if possible as to avoid having to procure. Staff would be accommodated at a local guest house.

For other towns, the municipalities will be asked to provide one large room in their office, with bathroom and kitchen facilities.

7. Provisional Sums [Table 2.4 of Inception Report]

Table 2.4 in the Inception Report (Final) was shown as a slide and the following changes were agreed:

- Water supply and wastewater system mapping to be combined (CQS)
- For ToR A3(1)(1)(iv) – TMAs staff to expose a sample number of water house connections in each town; Consultant's staff to supervise and prepare status report
- SWM: 'mapping' to be included in the RFP for (i)
- SWM: field assessment of physical infrastructure is still needed
- SWM: need to add a subcontract for investigating and reporting on quantity and composition of waste through field surveys
- Site investigations and laboratory testing to fall under 'Shopping' - or any other procurement method selected on the advice of the Contracts & Procurement Specialist
- Satellite imagery item to be omitted as the mapping studies are to be outsourced
- Assets Inventory: it was agreed that as valuations are needed, this work needs to be outsourced to a suitable finance firm

The meeting was closed at 2.45PM

APPENDIX D.1**CORRESPONDENCE FROM CONSULTANT TO PSU: FEBRUARY 2012**

Nr	Date	Letter Reference	Subject
1.	06/02/12	5065038/BCE/KPO/SCIP3/PSU/60	Mobilisation of Water Supply Expert - Mr Donald Makini
2.	09/02/12	5065038/BCE/KPO/SCIP3/PSU/61	Mobilisation of Municipal Finance, Tariff & Regulatory Advisor - Mr Emmanuel Travino
3.	09/02/12	5065038/BCE/KPO/SCIP3/PSU/62	Replacement of Municipal Services Engineer / Advisor (SWM) – Michael Adrian Coad
4.	11/02/12	5065038/BCE/KPO/SCIP3/PSU/63	Mobilisation of Junior Engineer – Ms Ambreen Bibi
5.	11/02/12	5065038/BCE/KPO/SCIP3/PSU/64	Submission of Consultant’s Strategy Report: Monitoring & Evaluation (Final Draft (Revised))
6.	17/02/12	5065038/BCE/KPO/SCIP3/PSU/65	Replacement of Municipal Services Engineer / Advisor (SWM): Michael Adrian Coad – Proposed Replacement (2)
7.	18/02/12	5065038/BCE/KPO/SCIP3/PSU/66	Procurement of Additional Office Equipment: Updated Requirements
8.	22/02/12	5065038/BCE/KPO/SCIP3/PSU/67	Work Programmes for Consultant’s Staff (International)
9.	22/02/12	5065038/BCE/KPO/SCIP3/PSU/68	Urgent Request for Approval of Home Input Based Working for Contracts Specialist: Mr Ali Imam Qadri
10.	24/02/12	5065038/BCE/KPO/SCIP3/PSU/69	Monthly Progress Report for January 2012
11.	24/02/12	5065038/BCE/KPO/SCIP3/PSU/70	Mobilisation of MSE (SWM) (National): Mr Saadat Ali

APPENDIX D.2**CORRESPONDENCE FROM PSU to CONSULTANT: FEBRUARY 2012**

Nr	Date	Letter Reference	Subject
1.	01/02/12	SCIP/PSU/Admin/ADB-Shopping/2011/12	Procurement of Machinery & Furniture/Fixture Through Shopping As Per ADB Procurement Guidelines, 2010
2.	02/02/12	P&D/PSU(SCIP)/M&E/SCIP-03/89/2117	Regional, Economic Planning and Urban Development Advisor
3.	02/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2119	Visit of Program Support Unit, Sindh Cities Improvement Program Team to Orient Stakeholders Regarding Sindh Cities Improvement Program (SCIP) and Incorporation of Central Sindh Urban Service Corporation
4.	02/02/12	P&D/PSU(SCIP)/M&E/SCIP-03/89-09/2118	Notification (from GoS of Towns to be included in central cluster of Central Sindh)
5.	06/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2129	Visit of Program Support Unit, Sindh Cities Improvement Program Team to Orient Stakeholders Regarding Sindh Cities Improvement Program (SCIP) and Incorporation of Central Sindh Urban Services Corporation
6.	07/02/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2132	Mobilisation of Junior Engineer Ms Ambreen Bibi
7.	09/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2141	Visit of Program Support Unit, Sindh Cities Improvement Program Team to Orient Stakeholders Regarding Sindh Cities Improvement Program (SCIP) and Incorporation of Central Sindh Urban Service Corporation
8.	10/02/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2146	Mobilisation of Water Supply Expert – Mr Donald Makini
9.	10/02/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2149	Mobilisation of Municipal Finance, Tariff & Regulatory Advisor – Mr Emmanuel Travino
10.	18/02/12	P&D/PSU/Admin/ADB-Shopping/2011-12/2164	Procurement Committee Meeting Notice: For 22/02/12 - BCE Procurement of Additional Office Equipment
11.	21/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2175	Visit of Program Support Unit, Sindh Cities Improvement Program Team w.e.f 27 th February, 2012 to 1 st March 2012
12.	25/02/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2184	Urgent Request for Approval of Home Input Based Working for Contracts & Procurement Specialist: Mr Ali Imam Qadri
13.	25/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2180	Request to Provide Updated Information to National and International Consultant's Visiting Central Cluster Towns
14.	25/02/12	P&D/PSU/(SCIP)/M&E/SCIP-3/89-09/2184	Mobilisation of MSE (SWM) (National): Mr Saadat Ali
15.	27/02/12	P&D/PSU/(SCIP)/CSUSC/257-12/2187	Presentation Regarding 2 nd Tranche Investments, SCIP-03 (Central Cluster Time Lines) & MSDP